

<b>Unit Title:</b>	<b>Recruitment and selection within health and social care or children and young people's settings</b>
Sector unit number	O16
Level:	4
Credit value:	3
Guided learning hours:	26
Unit Reference Number:	R/602/2338

### Unit purpose and aim

The purpose of this unit is to assess the learner's knowledge, understanding and skills required to recruit and select in health and social care or children's and young people's settings.

Learning Outcomes	Assessment Criteria	Exemplification
<p><b>The Learner will:</b></p> <p>1 Understand the recruitment and selection processes in health and social care or children and young people's settings</p>	<p><b>The Learner can:</b></p> <p>1.1 Explain the impact on selection and recruitment processes, in own setting, of:</p> <ul style="list-style-type: none"> <li>• Legislative requirements</li> <li>• Regulatory requirements</li> <li>• Professional codes</li> <li>• <b>Agreed ways of working</b></li> </ul> <p>1.2 Explain circumstances when it is necessary to seek specialist expertise in relation to recruitment and selection</p> <p>1.3 Analyse how serious case reviews and inquiries have contributed to the establishment of policies and procedures within recruitment which safeguard vulnerable adults, children and young people.</p>	<p><b>Agreed ways of working</b> will include policies and procedures where these exist.</p>

Learning Outcomes	Assessment Criteria	Exemplification
2 Be able to contribute to the recruitment process in health and social care or children's and young people's settings	2.1 Review job descriptions and person specifications to meet work setting objectives 2.2 Work with others to establish the criteria that will be used in the recruitment and selection process 2.3 Work with <b>others</b> to establish the methods that will be used in the recruitment and selection process 2.4 Involve <b>individuals</b> in the <b>recruitment process</b>	<b>Others</b> may include: <ul style="list-style-type: none"> <li>• human resource personnel</li> <li>• Workers / Practitioners</li> <li>• Carers</li> <li>• Significant others</li> </ul> <b>Individual</b> is someone accessing care or support  <b>Recruitment process</b> can include consultation or practical involvement in the process
3 Be able to participate in the selection process in health and social care or children's and young people's settings	3.1 Use agreed methods to assess candidates 3.2 Use agreed criteria to select candidates 3.3 Communicate the outcome of the selection process according to the policies and procedures of own setting	
4 Be able to evaluate the recruitment and selection processes in health and social care or children's and young people's settings	4.1 Evaluate the recruitment and selection methods and criteria used in own setting 4.2 Recommend changes for improvement to recruitment and selection processes in own setting	

## Assessment

This unit needs to be assessed in line with the Skills for Care and Development QCF Assessment principles.

Assessment decisions for competence based learning outcomes (eg those beginning with 'Be able to') must be made in a real work environment by an occupationally competent assessor. Any knowledge evidence integral to these learning outcomes may be generated outside of the work environment but the final assessment decision must be within the real work environment.

This unit is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. This unit may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. This unit requires workplace assessment of occupational competence.

Competence based assessment must include direct observation as the main source of evidence.

## Guidance on assessment and evidence requirements

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OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing learning programmes.

## Details of relationship between the unit and national occupational standards

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This unit has been developed by Skills for Care and Development in Partnership with Awarding Organisations. It provides a key progression route between education and employment (or further study/training leading to employment). It is directly relevant to the needs of employers and relates to national occupational standards developed by Skills for Care and Development.

As such, the unit may provide evidence for the following national occupational standards in the children and young people's workforce developed by Skills for Care and Development.

## Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Administrative Guide for Vocational Qualifications*' (A850).

The *OCR Children and Young People's Workforce Centre Handbook* contains important information for anyone delivering, working towards or involved with the Children and Young People's Workforce qualifications, of which this unit forms a part. This can be downloaded from OCR's website [www.ocr.org.uk](http://www.ocr.org.uk).

This unit is a shared unit. It is located within the subject/sector classification system 01 Health, Public Services and Care and 01.5 Child Development and Well Being.